



**Construction & Demolition Waste Diversion Program**

**Form B - Recycling Plan**

Integrated Waste Management Division (IWMD) - County of Ventura

800 S. Victoria Ave. Ventura, CA 93009 - 805/658-4321 - Fax 805/658-4324 - [www.vcpbublicworks.org](http://www.vcpbublicworks.org)

Date: mm/dd/yy	IWMD Permit Number CD	Project Description:	
APN:	Project Address:		Project Square Feet
Applicant's Name:		Daytime Phone:	Projected Start Date: mm/dd/yy
Property Owner's Name (and address if different from above):		Daytime Phone:	Estimated Completion Date: mm/dd/yy
Contractor's/Company's Name:		Daytime Phone:	Approved by IWMD Personnel:

Per Division 4, Chapter 7, Article 3 of the Ventura County Ordinance Code, you are required to reuse or recycle materials generated by this project.

This Form B opens a permit for management of construction and demolition discards. The recycling plan below is intended to enable you to recycle, reuse, or salvage at least 65% (by weight) of project discards. If recycling and reuse does not total at least 65%, explanatory documentation will be required with Form C, which will close the project.

**Permit Requirements**

Complete all fillable sections of Form B, e-sign, then click "Submit Form". An email will populate. IWMD staff will respond within three (3) business days.

After completing a project, submit a Form C - Reporting Form to IWMD by mail, fax, hand delivery, or email (PWA.IWMD-CD@ventura.org) and obtain IWMD approval prior to contacting Building & Safety for a final inspection. Document compliance with recycling requirements by including legible letters and/or receipts, including weights for all materials reused, recycled, salvaged or landfilled. Document "REUSE/SALVAGE" with a signed statement, preferably on letterhead, including estimated weights of reused material.

When submitting a Form C - Reporting Form, separate recycling receipts from trash receipts. Enter information from receipts into the Materials Table on Form C by material type. If submitting recycling receipts for source separated material, staple these receipts together by material type (i.e., concrete, metal, wood) and write the TOTAL weight of all receipts on the top sheet of each packet. Also staple trash receipts together with total weight as above. Enter trash weight as "Other - Explain."

Discuss waste prevention and recycling activities at the beginning of each safety meeting

Ensure each contractor and subcontractor generating waste from this project receives a copy of the completed Form B - Recycling Plan and Form C - Reporting Form. Explain planned recycling methods to each subcontractor. Ensure contractors implement the plan or alter plan to recycle more. Obtain receipts showing recycling and disposal, which are needed to close projects.

If source separating materials, clearly label each recycling container with a list of acceptable and unacceptable materials

**Instructions for completing the below table, showing your recycling plan**

Step 1: Mark material types expected to be discarded during this project in the first column. Mark materials to be source separated in the second column.

Step 2: Indicate how that material will be transported, by an Authorized Hauler (see list below), Contractor, or Property Owner.

Step 3: Indicate the material destination for each material type generated. Any material with an asterisk must be recycled or reused.

Step 4: IWMD staff will review plans to ensure items on the "director's list" are recycled (concrete, asphalt, metal, paper, yard waste, lumber) and additional materials (such as drywall) are targeted for recycling if the project will not reach 65% diversion without additional recycling or reuse.

Material Types	Check the box for each material to be generated	Check the box if material will be hauled separately	Transportation Method	Material Destination (not required if using authorized hauler)	Comments
Asphalt / Shingles					
Brick / Masonry / Roof Tiles					
Cardboard*					
Carpet / Pad					
Concrete*					
Dirt / Sand / Rock*					
Drywall / Gypsum					
Green Waste / Wood*					
Metal*					
Other - Explain					
Plastics					
Salvage: (door, toilet, window)					

\* indicates all of this material type must be recycled or reused

Note: Additional pages may be attached & submitted

By signing this Form B, I attest that the information I have provided is complete and accurate to the best of my knowledge. I agree to comply with all permit requirements listed above and ensure implementation of the approved recycling plan or change the plan only in ways resulting in additional recycling.

**APPLICANT SIGNATURE**